

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT Reporting an Employee's Death		
POLICY NUMBER DMH Policy 770.3	DATE AUG 16 2004	TL# 52

Purpose. To prescribe the procedure for the prompt reporting of an employee's death to the Department of Mental Health (DMH), Division of Human Resources (DHR), Operations Branch. If followed, this procedure will serve to assure that the payment of benefits to an employee's survivors will not be delayed unnecessarily. (If an employee's death occurs while on duty, also see DMH Policy 480.1, Major Unusual Incident Notification Procedures.)

Applicability. Applies DMH-wide.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate MHA offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the DMH Policy and Procedures Manual.

*If any CMHS or DMH policies are referenced in this policy, copies may be obtained from the DMH Policy Support Division by calling (202) 673-7757.

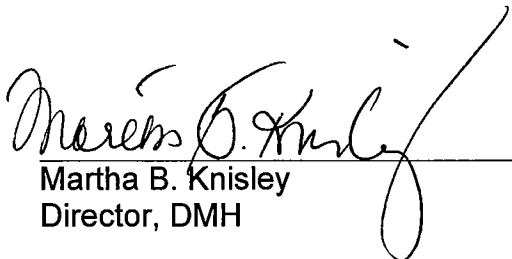
ACTION


REMOVE AND DESTROY

**CMHS 50000.770.1, Reporting an
Employee's Death, dated May 3, 1989**

INSERT

DMH Policy 770.3


Martha B. Knisley
Director, DMH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF MENTAL HEALTH	Policy No. 770.3	Date AUG 16 2004	Page 1
Supersedes CMHS Policy 50000.770.1, same title, dated May 3, 1989			
Subject: Reporting an Employee's Death			

1. **Purpose.** To prescribe the procedure for the prompt reporting of an employee's death to the Department of Mental Health (DMH), Division of Human Resources (DHR), Operations Branch. If followed, this procedure will serve to assure that the payment of benefits to an employee's survivors will not be delayed unnecessarily. (If an employee's death occurs while on duty, also see DMH Policy 480.1, Major Unusual Incident Notification Procedures.)

2. **Applicability.** Applies DMH-wide.

3. **Authority.** Mental Health Service Delivery Reform Act of 2001.

4. **Reporting the Death of and Employee.**

4a. When a supervisor receives notification of the death of one of his/her employees, he/she shall report the death by telephone immediately (within 24 hours unless there are mitigating circumstances) to the DHR Operations Branch at (202) 673-7522. The supervisor shall provide as much information as possible concerning the employee, i.e., date of death, cause of death, the name and address of his/her next of kin, and the work location within the Department of Mental Health (MHA, SEH, DC CSA) to expedite processing. This information shall become part of the employee's personnel file and as such will be protected pursuant to District personnel regulations. The supervisor will also advise the next of kin to immediately contact the DHR Operations Branch.

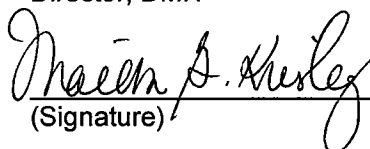
4b. The DHR Operations Branch shall take immediate action with respect to unpaid salary, refunds, and benefits which may have accrued from government employment, and will clarify and provide any additional information which might be helpful in completing the necessary forms. This branch will also be responsible for requesting the D.C. Standard Form 52 (Request for Personnel Action) from the respective work location (MHA, SEH, DC CSA) to complete the employee's personnel record and to establish a basis for paying unpaid salary or refunds to the employee's survivors.

4c. If additional information concerning the death is received within the next 24 hours, such information should be reported immediately by telephone to the DHR Operations Branch at (202) 673-7522.

5. **Assistance to Deceased Employee's Survivors.** If an appropriate opportunity is presented, supervisors should offer to assist the deceased employee's survivors in retrieving personal effects left at DMH, and in making appropriate contacts in the DMH, Division of Human Resources (DHR) for information concerning the benefits payable and assistance in making application for death benefits.

Approved by:

Martha B. Knisley
Director, DMH

 August 16, 2004
(Signature) (Date)